



GPC NEWSLETTER

MARCH 2003



Hello!! Here's hoping your ORI/UCI/IG experience has been a positive one...so far!! We anxiously await the verdict on the status of this program, as I am sure you do, too!!

The topics selected for this edition address those processes and procedures that require increased emphasis and knowledge. They are various aspects of C.A.R.E. (On-Line Registration, Quarterly Spending Limits, etc.) equipment accountability responsibilities, use of small and small disadvantaged business concerns, purchasing gifts and other various subjects.

Please take time to visit the GPC website! You can obtain vital program information, sample document formats and links to other GPC websites. It is available at:

<http://www.losangeles.af.mil/SMC/PK/PKHOME/PKO/gpc/index.html> Your suggestions for improvements are encouraged.

WEB-BASED TRAINING PASSWORD CHANGE

The password for C.A.R.E. Web-based training will be changing on Monday, April 7, 2003 to "effective" and affects all users. The Web-based training ID is not affected by this change and remains "usbank". Until April 7, please continue to use the existing password "ability" for access to the C.A.R.E. Web-based training site at <https://wbt.care.usbank.com> or by selecting the E-Services tab located on the main page of C.A.R.E.

APPOINTMENT OF ALTERNATE APPROVING OFFICIALS

Effective IMMEDIATELY, each organization participating in the GPC program must now have an alternate approving official (AO) appointed for each approving official account. This should be done at the time the initial request for the establishment of a GPC account is submitted, however, this does not address those accounts for which an alternate approving official has not yet been appointed.

Each approving official should ensure an alternate AO is identified and trained ASAP. The appointment letter must fully describe the types of purchases to be made and identify the name, rank, duty title, telephone number, and e-mail address of the cardholder and primary and alternate approving official.

C.A.R.E ON-LINE REGISTRATION

U.S. Bank has implemented a new streamlined process for establishing Cardholder access to C.A.R.E. With On-Line Registration, Cardholders can create their own C.A.R.E. User ID's and Passwords. All other program participants (approving officials, A/OPC's, etc.) will still need to have their User ID's and Passwords setup by the U.S. Bank System Administration group.

Prior to attempting to self-register, contact either Mr. Robledo (363-2852) or Ms. Agcaoili (363-0623) to obtain Relationship Registration Code and User Profile Code information required to complete the self-registration process.

If a Cardholder enters invalid information more than three times they are locked out of On-Line Registration. Should this happen to you, contact us or the bank's Customer Service function to request the account be unlocked.

Questions should be directed to one of the individuals named above.

LOST OR STOLEN CARDS

Approving officials shall submit a written report (e-mail acceptable) through the Installation Purchase Card Program Manager to the MAJCOM/FOA/ DRU Program Coordinator within five workdays. The report will include:

- The purchase card number, the cardholder's complete name;
- The date and location (if known) of the lost/stolen card and the date reported to police;
- The date and time Bank was notified;
- Any purchase(s) made on the day the purchase card was lost or stolen; and
- Any other pertinent information.

A new purchase card will be mailed within 24 hours of the reported loss or theft (Monday through Friday). If the cardholder finds the original purchase card, it shall be cut in half and given to the approving official who will complete the destruction notice and forward it to the Installation Purchase Card Program Manager, who will notify the MAJCOM/FOA/DRU Program Manager. The

Installation Purchase Card Program Manager will contact the Bank to ensure the account is closed.

USE OF LOCAL SMALL BUSINESSES

In addition to the requirement to use the statutorily mandated sources in FAR Part 8 (UNICOR, JWOD, etc.), cardholders are now required to seek the equitable distribution of GPC micro-purchases among qualified local, small, and small disadvantaged businesses, in accordance with FAR 13.202(a)(1), whenever practicable.

Bottom Line: If you have navigated your way through the maze of mandatory sources and still can't find what you're looking for, PRIOR to contacting a large business-entity, attempt to locate a local, small or small disadvantaged business. It is those type firms that are the backbone of the economy. Whatever you decide, be sure to document your file with the details of how you came to the conclusion you reached.

QUARTERLY SPENDING LIMITS

Under the latest guidance, the Financial Services Office (FSO) is required to set the quarterly spending limits for each approving official account at the same dollar value as the AF Form 4009. This is designed to serve as a safeguard to hopefully prevent the overspending of funds attached to the account, an offense that will result in unit commander notification and suspension of the cardholder's and/or approving official's GPC privileges and/or other disciplinary action. **Should you have a problem with your card rejecting, contact the bank to ascertain the exact reason before contacting us. Whenever you encounter a problem with the card rejecting, this should be your FIRST step.** If your problem is a result of exceeding your quarterly limit, contact SMC/FMF for assistance.

PROPERTY ACCOUNTABILITY

Under AFI 64-117, 06 Dec 2002, Unit Commanders are responsible for accountability for equipment items equal to or under the micro-purchase threshold (\$2,500). Of particular interest are electronic devices such as PDAs, digital cameras, cell phones and pagers. The commander of the activity must establish a locally devised program that provides visibility and audit trail capability. This may include use of hand receipts and spreadsheets. Accountability requirements for equipment items valued in excess of the micro-purchase procedures are also detailed.

The tracking of computer equipment and software is also required. See AFI 33-101, *Communications and Information Management Guidance and Responsibilities*, for additional information.

GIFTS ARE STILL UNAUTHORIZED

The prohibition against the purchase of gifts (e.g. retirements, farewells) is still in effect. This also includes food/beverages for organizational functions (commander's call, picnics, parties, awards programs), promotional items for conferences, meetings, symposia (coins, mugs, coasters), and cash incentive awards. Although U.S. flags may be purchased with unit funds for gift presentation to military personnel upon their retirement only, the rental of banquet halls or similar facilities for these functions is NOT authorized.

Unless specifically authorized by law, the purchase of those items considered entertainment (i.e. party supplies, serving materials, food, drink, etc), continues to be prohibited. The exceptions to this policy are listed in AFI 65-601 V1, Para 4.28.1. and 4.42.2.

Note: Light snacks may be purchased with the GPC by a hosting unit in conjunction with a conference. (See AFI 65-601 for a complete discussion on this subject and for more detailed guidance on unauthorized uses of appropriated funds.)

C.A.R.E. FUNCTIONALITY

Use of the Customer Automated Reporting Environment (C.A.R.E.) is well established here at LAAFB. AFI 64-117, dated 06 Dec 2002, mandates this system, designed to assist both cardholders and approving officials in the management of their GPC transactions, for use. There are two critical processes you need to be familiar with and routinely use...transaction maintenance and transaction logging. Through the use of C.A.R.E., you will be able to electronically:

- View your transactions
- Create/edit/delete information in an on-line transaction log function
- Reconcile the log
- Approve Transactions
- Dispute Transactions
- Approve cardholder statements
- Certify Approving Official Statements
- Reallocate transactions

Through C.A.R.E., you can access each of your GPC transactions in real time. For example, you make a purchase today from UNICOR. As soon as the merchant processes the transaction, significant identifying data (amount, vendor, date, etc.) is captured by C.A.R.E. and immediately available for viewing by the cardholder, approving official, the program office or another oversight agency, if appropriate. This is the beginning of the on-line log. At this point the cardholder can approve the transaction or wait until the end of the cycle.

Though we are well entrenched in our use of C.A.R.E., there have been and will continue to be some growing pains. So, any anxiety you may be experiencing is not totally unexpected. Although we are no longer conducting group-training sessions, it is never too late to take (or re-take) the web-based training (WBT) provided by U.S.Bank. The WBT site is located at <https://wbt.care.usbank.com/>.

- The userid is “**usbank**”. *Will change on 07 Apr 03. See applicable article above.*
- The password is “**ability**”
- Next, click on “**Cardholders**”
- Next, click on “**Cardholders Government**”
- Choose the appropriate module and begin the training experience. I recommend you also click on “Open CARE”. This function will allow you to open a separate browser window so you can log into CARE and toggle between the WBT and CARE to apply “just learned” knowledge to your work activity.

Proceed by reading the dialogue box and clicking on “Continue” until the lesson ends. If you have trouble with loading the program, contact your workgroup administrator

Bottom Line: All program participants should be using the various functions of C.A.R.E!! Cardholders are required to use the electronic log function in addition to the reconciliation and approval functions. Approving Officials are directly responsible for ensuring these actions are accomplished monthly, as a minimum. Should you have any questions or comments, please contact us.

NEW PROGRAM PREREQUISITE

All cardholders and approving officials must complete the computer-based training module located on the US Bank website BEFORE they are issued a GPC. Evidence of completion of this requirement must be submitted with account request documentation. It is suggested the CBT module be completed prior to attending the initial training session. This process should allow the instructor to answer any questions formulated while completing the training module.

DOD PURCHASE CARD TUTORIAL

On September 27, 2002, Ms. Deidre Lee, Director, DoD Defense Procurement and Acquisition Policy, USD(AT&L) signed a memo, requiring that all DoD personnel holding a Government Purchase Card complete a Defense Acquisition University GPC training module.

This tutorial, a self-paced course comprised of ten lessons, presents the mandatory requirements and other guidelines to consider and apply, as appropriate, when utilizing the

GPC. Its purpose is to provide training to cardholders and approving officials and help them to at ease with using the GPC. If you are currently a program participant, you should have already completed this requirement. If you are contemplating participation in the GPC program, you must complete this training, in addition to that outlined above, prior to the issuance of a GPC account.

The average cumulative time for course completion is four seat hours. You may take this self-paced course over time, with the ability to return to the last page you accessed. The course includes periodic review questions and a post-test. The post-test **requires a minimum score of 70%** and may be taken as many times as necessary to obtain a passing score. A certificate of completion is available at the conclusion of a successful post-test and must be printed and forwarded to this office, to document your completion of this mandatory requirement.

Ensure you **take the DoD version** of the tutorial and NOT the GSA version. **NOTE:** This requirement does NOT replace the initial or refresher training attendance requirement.

ACQUIRING PRINTING AND COPYING SERVICES

Printing, copying services, or copier services provided by commercial sources is prohibited unless government support is unavailable. Cardholders shall contact DAPS or the local government printing/copying office and determine that printing support is unavailable and must receive authorization from the DAPS Manager in order to use a commercial printing source. Coordination with DAPS/local government printing office may be done by telephone and documented in the purchase log. The single purchase limit for purchase card use with DAPS is \$100,000. (Authority above \$2,500 must be obtained from 61 CONS).

Despite the closing of the local DAPS facility, LAAFB personnel are still required to use DAPS, unless the decision to go elsewhere can be documented and supported in the file by obtaining a waiver from the March ARB DAPS office. DAPS' inability to meet your requirement (time or service constraints) is the only exception to using this service. DAPS will pay to have your requirement express mailed to the nearest facility for processing. Prepaid postage envelopes are available in the mailroom.

You can register with the DAPS office online at <http://www.daps.dla.mil>. If your requirement is in an electronic format, you can e-mail your request and they can ship it to you by next day delivery.

Bottom Line: The fact that DAPS is no longer co-located here at LAAFB, is not in itself reason not to utilize their services. Adequate planning will go a long way toward

preventing logistics problems before they become potential mission failures.

BUSINESS CARDS

We often get inquiries about the purchase of business cards and normally the reply is not what the inquirer wanted to hear. There has been a slight change in the guidance, but you might want to put your celebrations on hold until you finish this paragraph.

The purchase of business cards is authorized from The Lighthouse for the Blind, Inc., a Javits-Wagner-O'Day (JWOD) participating non-profit agency. **IF** the business cards are *equal to or less in cost* than private stock cards created on a personal computer **AND** *written approval* is obtained from the Secretary of the Air Force delegable to subordinate management officials (General Officer or civilian members of the Senior Executive Service).

Business cards may also be printed, using existing software and agency-purchased card stock, when the above-referenced appropriate approving official determines an organization or position under his/her cognizance requires business cards in the performance of their official functions. Recruiting and liaison personnel, as described in AFI 65-601, para 4.36.1 are authorized to have business cards commercially printed (including the use of DAPS) by other than The Lighthouse for the Blind, Inc. without the approvals outlined above.

PURCHASE OF PETROLUM PRODUCTS

The purchase of aviation, diesel, heating fuel, gasoline fuel or oil for aircraft and motorized vehicles is an **unauthorized** use of the GPC. Packaged oil and lubricants needed to support base maintenance shops, however, may be purchased using the GPC. Otherwise, petroleum products will be purchased using the commercial credit cards procured and provided by the Defense Energy Support Center (DESC).

MANDATORY PURCHASE CARD REFRESHER TRAINING

Annual GPC refresher training is MANDATORY for all program participants, cardholders and approving officials. Failure to attend this training within **30** days of your due date will result in your participation in the program being temporarily suspended until this requirement is satisfied. If the approving official account is suspended, all cards managed there under will be rendered useless.

The next GPC refresher training session is scheduled for **09 Apr 2003** from 0900 to 1200 in Bldg. 219, Room 1080. Attendance is on a first-come, first-served basis. For

further information, contact David Robledo (3-2852) or Jennifer Agcaoili (3-0623).

Bottom Line: You must attend refresher training within 12 months of your last training session... whenever that was!!

INITIAL AND REFRESHER TRAINING

GPC refresher training is MANDATORY for all program participants, cardholders and approving officials. Failure to attend this training within **30** days of your due date will result in your participation in the program being temporarily suspended until this requirement is satisfied. If the approving official account is suspended, all cards managed there under will be rendered useless.

The upcoming training schedule is included for your convenience and planning.

Initial	Refresher
Bldg. 219, Room 1080	Bldg. 219, Room 1080
0800-1200	0900-1200
02 Apr 03	09 Apr 03
07 May 03	14 May 03
04 Jun 03	11 Jun 03
02 July 03	09 July 03
06 Aug 03 (<i>1440 C&D</i>)	13 Aug 03
03 Sep 03	10 Sep 03
01 Oct 03	08 Oct 03
05 Nov 03 (<i>1440 C&D</i>)	12 Nov 03
03 Dec 03	10 Dec 03

NOTES

As always, questions, comments and/or suggestions should be submitted to our GPC dedicated e-mail address at smcpk.impac@losangeles.af.mil. Take good care of yourselves!! See you at the IG out-brief or sometimes next month!!

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